

Spec. Code: 4730(3281)  
Occ. Area: 02  
Work Area: 048  
Prob. Period: 6 mo.  
Prom. Line: none  
Effective Date: 06/27/89

## **CHILD CARE RESOURCE SPECIALIST**

### Function of Job

Under general supervision from a designated supervisor, to provide technical support in a child care resource service. Such services assist individuals in the community in locating, selecting, and evaluating child care service and work with community child care providers to provide consultation and training programs.

### Characteristic Duties and Responsibilities

1. assists parents/guardians in locating, selecting, and evaluating child care programs and services; assesses needs and provides parents/guardians with information concerning licensing requirements and regulations, financial subsidy programs, and special needs programs
2. solicits and compiles data for reference files (such as information concerning establishing child care centers, available education/information programs, and type of day care available)
3. assists in developing and presenting training programs and technical assistance materials to child care providers
4. assists in recruitment efforts through informational campaigns to assist qualified individuals in becoming child care providers
5. performs other related duties as assigned

### MINIMUM ACCEPTABLE QUALIFICATIONS

#### **CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER**

1. possession of credential requirements developed by the State of Illinois for persons performing counseling and training functions in a Child Care Resource and Referral Agency

#### **PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB**

1. knowledge of early childhood development theories and philosophies
2. general knowledge of child care resources and programs

3. ability to interact with the public
4. ability to compile statistical information